



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE Application Date 1/25/83 Application Number		1. Agency Address Georgia Ports Authority Administration Division, Port Police P. O. Box 2406 Savannah, Georgia 31402		FOR RECORDS MANAGEMENT USE Application Number 79-136-A Date Received Date Completed JAN 28 1983 FEB 9 1983	
2. Person to Contact William L. Kilroy, Jr.		Working Title Chief of Port Police		Telephone Number 964-3925	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-136 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest Latest 1970 To Date		5. Records Series Title (followed by title used in office, if different) Loss and Pilferage Reports			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To Port Police Department is responsible for vehicle security (issuance and maintenance of all decal records, logging of non-registered vehicles, processing of incoming and outgoing trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies: example, Coast Guard, F.B.I., G.B.I., Customs including surveillance, investigation and pilferage activities.					
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Loss or pilferage of cargo at G.P.A. facilities by theft or shortage. Included are: Report of investigation, Loss and Pilferage worksheet showing: location, date, date of report, time of report, time discovered, by whom, description and amount of loss or pilferage, value, import, export, storage, name of receiving clerk, bill of lading, number, intelligence information. File is arranged: Numerically by assigned number.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>15</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>2</u> ?					
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In the Official Report Files.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 1 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	7-26-83	<i>[Signature]</i>	1-26-83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>[Signature]</i> 2/1/83
		Secretary of State/Designee	<i>[Signature]</i> 2/3/83
		Attorney General/Designee	<i>[Signature]</i> 1-6-83



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FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 8/01/79	Georgia Ports Authority, Administration Division, Port Police Post Office Box 2406 Savannah, Georgia 31402		Application Number 79-136	
Application Number 75			Date Received AUG - 6 1979	Date Completed AUG 13 1979
2. Person to Contact William L. Kilroy, Jr.		Working Title Chief of Port Police	Telephone Number 964-1721, # 211	
3. Action Requested				
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1970 To Date		5. Records Series Title (followed by title used in office; if different) Loss and Pilferage Reports		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
The Port Police Department is responsible for vehicle security (issuance and maintenance of all decal records, logging of non-registered vehicles, processing of incoming and outgoing trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies; example, Coast Guard, F.B.I., G.B.I., Customs including surveillance, investigation and pilferage activities.				
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to:		Loss or pilferage of cargo at G.P.A. facilities by theft or shortage.		
included are:		Report of investigation, Loss and Pilferage worksheet showing: location, date, date of report, time of report, time discovered, by whom, description and amount of loss or pilferage, value, import, export, storage, name of receiving clerk, bill of lading, number, intelligence information.		
File is arranged:		Numerically by Assigned Number.		
8. Monthly Reference Rate		How often are records referred to which are:		
One to six months old <u>15</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>2</u> ?				
9. Annual Rate of Accumulation of Records				
Letter-size drawers _____ ; Legal-size drawers <u>1</u> ; Shelves _____ ; Other (specify) _____				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
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X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	3 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	7-21-79	<i>[Signature]</i> / <i>[Signature]</i> for WLR	8-1-79
State Records Committee (Signature)			
State Auditor/Designee			8-10-79
Secretary of State/Designee			8-7-79
Attorney General/Designee			8-10-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)